



**ARCTIC DEVELOPMENT COUNCIL
REGIONAL ECONOMIC DEVELOPMENT
FIVE-YEAR STRATEGIC PLAN**

JULY 2001 – JUNE 2006

The mission of the Arctic Development Council is to build a sustainable, regional economy by cultivating people-centered economic development, encouraging citizen leadership, and promoting healthy human and natural environments.

SMALL BUSINESS SUPPORT CENTER

Programs & Services	Technical Assistance (TAP) (including Small Business Incubator) Business Resource Library/Project Information Center Revolving Loan Fund Youth Entrepreneurship
Initiatives	Buy North Slope Promote Tourism Promote Native Arts and Crafts
Institutional Development (Tasks)	Fund Raising Strategy Image Building Campaign Staff and Board Training

TECHNICAL ASSISTANCE PROGRAM (TAP)

Objective #1: Strengthen the Technical Assistance Program.

FY 2002

July - October :	Business Plan Development
November – January:	Schedule Year-end Payroll tax Classes: 1099's, 941, 940, 5500; Locate site for Barrow Incubator; Develop survey for existing businesses; establish links to State & Federal websites; review website content
February – March:	Overview of Business Startup; Distribute survey by mail, email & on website; attend Rural Small Business Conference in Anchorage
April – June:	Locate possible incubator site in one outlying village; Quickbooks Training; Publish results of survey on Website

Ongoing: Maintain business information and materials. Research low-cost group insurance for businesses that would like to offer health and welfare insurance to employees.

FY 2003

July – September:	Continue Quickbooks Training Series
October – December:	Hold annual Incubator Graduation Recognition Dinner Schedule Year-end Payroll tax Classes: 1099's, 941, 940, 5500; Locate site for Barrow Incubator; Develop survey for existing businesses; review website content
January – March:	Arrange workshop on legal issues by inviting attorney to speak
April – June:	Locate possible incubator site in one outlying village; Workshop on business plan development

Ongoing: Maintain business information and materials. Research low-cost group insurance for businesses that would like to offer health and welfare insurance to employees.

FY 2004

July – September:	Continue Quickbooks Training Series
October – December:	Hold annual Incubator Graduation Recognition Dinner; Schedule Year-end Payroll tax Classes: 1099's, 941, 940, 5500; Locate site for Barrow Incubator; Develop survey for existing businesses; review website content
January – March:	Arrange workshop on legal issues by inviting attorney to speak
April – June:	Locate possible incubator site in one outlying village; Workshop on business plan development

Ongoing: Maintain business information and materials. Research low-cost group insurance for businesses that would like to offer health and welfare insurance to employees.

FY 2005

July – September:	Continue Quickbooks Training Series
October – December:	Hold annual Incubator Graduation Recognition Dinner;

	Schedule Year-end Payroll tax Classes: 1099's, 941, 940, 5500; Locate site for Barrow Incubator; Revise survey for existing businesses; review website content
January – March:	Arrange workshop on legal issues by inviting attorney to speak
April – June:	Locate possible incubator site in one outlying village. Workshop on business plan development

Ongoing: Maintain business information and materials. Research low-cost group insurance for businesses that would like to offer health and welfare insurance to employees.

FY 2006

July – September:	Continue Quickbooks Training Series
October – December:	Hold annual Incubator Graduation Recognition Dinner; Schedule Year-end Payroll tax Classes: 1099's, 941, 940, 5500; Locate site for Barrow Incubator; Develop survey for existing businesses; review website content
January – March:	Arrange workshop on legal issues by inviting attorney to speak
April – June:	Locate possible incubator site in one outlying village; Workshop on business plan development

Ongoing: Maintain business information and materials. Research low-cost group insurance for businesses that would like to offer health and welfare insurance to employees.

Procurement Technical Assistance Center (PTAC)

Objective #2: Provide Technical Assistance on Federal and State Projects.

FY 2002

July - December :	Provide workshop in cooperation with PTAC personnel for small business owners to effectively locate and apply for Federal & State projects/contracts in the following areas, but not limited to: <ul style="list-style-type: none"> - Procedure for registering - How to read proposals - AIDEA (when?) - Application Process - Forms
January - June:	Provide workshop in cooperation with PTAC personnel for small business owners to effectively locate and apply for Federal & State projects/contracts in the following areas, but not limited to: <ul style="list-style-type: none"> - Procedure for registering - How to read proposals - AIDEA (when?) - Application Process - Forms

FY 2003

July - December : Provide workshop in cooperation with PTAC personnel for small business owners to effectively locate and apply for Federal & State projects/contracts in the following areas, but not limited to:

- Procedure for registering
- How to read proposals
- AIDEA (when?)
- Application Process
- Forms

January - June: Provide workshop in cooperation with PTAC personnel for small business owners to effectively locate and apply for Federal & State projects/contracts in the following areas, but not limited to:

- Procedure for registering
- How to read proposals
- AIDEA (when?)
- Application Process
- Forms

FY 2004

July - December : Provide workshop in cooperation with PTAC personnel for small business owners to effectively locate and apply for Federal & State projects/contracts in the following areas, but not limited to:

- Procedure for registering
- How to read proposals
- AIDEA (when?)
- Application Process
- Forms

January - June: Provide workshop in cooperation with PTAC personnel for small business owners to effectively locate and apply for Federal & State projects/contracts in the following areas, but not limited to:

- Procedure for registering
- How to read proposals
- AIDEA (when?)
- Application Process
- Forms

FY 2005

July - December : Provide workshop in cooperation with PTAC personnel for small business owners to effectively locate and apply for Federal & State projects/contracts in the following areas, but not limited to:

- Procedure for registering
- How to read proposals
- AIDEA (when?)

- Application Process
- Forms

January - June:

Provide workshop in cooperation with PTAC personnel for small business owners to effectively locate and apply for Federal & State projects/contracts in the following areas, but not limited to:

- Procedure for registering
- How to read proposals
- AIDEA (when?)
- Application Process
- Forms

FY 2006

July - December :

Provide workshop in cooperation with PTAC personnel for small business owners to effectively locate and apply for Federal & State projects/contracts in the following areas, but not limited to:

- Procedure for registering
- How to read proposals
- AIDEA (when?)
- Application Process
- Forms

January - June:

Provide workshop in cooperation with PTAC personnel for small business owners to effectively locate and apply for Federal & State projects/contracts in the following areas, but not limited to:

- Procedure for registering
- How to read proposals
- AIDEA (when?)
- Application Process
- Forms

Village Outreach

Objective #3: Provide technical assistance to the outlying villages on the North Slope when requested.

FY 2002

July – December:

Create partnership with village organizations for assistance with ADC travel costs; survey and evaluate outlying villages for small business needs and use results in preparing work plan for upcoming year

January – March:

Tabulate results of survey; update village profiles.

April – June: Yearly visit to villages.
Ongoing: Assistance via telephone, fax, and email.

FY 2003

July – December: Create partnership with village organizations for assistance with ADC travel costs; survey and evaluate outlying villages for small business needs and use results in preparing work plan for upcoming year

January – March: Tabulate results of survey; update village profiles.

April – June: Yearly visit to villages.
Ongoing: Assistance via telephone, fax, and email.

FY 2004

July – December: Create partnership with village organizations for assistance with ADC travel costs; survey and evaluate outlying villages for small business needs and use results in preparing work plan for upcoming year

January – March: Tabulate results of survey; update village profiles.

April – June: Yearly visit to villages.
Ongoing: Assistance via telephone, fax, and email.

FY 2005

July – December: Create partnership with village organizations for assistance with ADC travel costs; survey and evaluate outlying villages for small business needs and use results in preparing work plan for upcoming year

January – March: Tabulate results of survey; update village profiles.

April – June: Yearly visit to villages.
Ongoing: Assistance via telephone, fax, and email.

FY 2006

July – December: Create partnership with village organizations for assistance with ADC travel costs; survey and evaluate outlying villages for small business needs and use results in preparing work plan for upcoming year

January – March: Tabulate results of survey; update village profiles.

April – June: Yearly visit to villages.
Ongoing: Assistance via telephone, fax, and email.

Business Resource Library

Objective #4: Provide North Slope residents affordable research materials related to small business environments.

FY 2002

- July - June: Continue partnership with Tuzzy Consortium Library by supplying business-related books, magazines, and other materials; assist clients with reference materials.
- July – December: Prepare hardcopy of all materials in the library by subject; offer Ilisagvik College business classes tour of library..
- January – June: Offer Ilisagvik College business classes tour of library.

FY 2003

- July - June: Continue partnership with Tuzzy Consortium Library by supplying business-related books, magazines, and other materials; assist clients with reference materials.
- July – December: Prepare hardcopy of all materials in the library by subject; offer Ilisagvik College business classes tour of library..
- January – June: Offer Ilisagvik College business classes tour of library.

FY2004

- July - June: Continue partnership with Tuzzy Consortium Library by supplying business-related books, magazines, and other materials; assist clients with reference materials.
- July – December: Prepare hardcopy of all materials in the library by subject; offer Ilisagvik College business classes tour of library..
- January – June: Offer Ilisagvik College business classes tour of library.

FY 2005

- July - June: Continue partnership with Tuzzy Consortium Library by supplying business-related books, magazines, and other materials; assist clients with reference materials.
- July – December: Prepare hardcopy of all materials in the library by subject; offer Ilisagvik College business classes tour of library..
- January – June: Offer Ilisagvik College business classes tour of library.

FY 2006

- July - June: Continue partnership with Tuzzy Consortium Library by supplying business-related books, magazines, and other materials; assist clients with reference materials.
- July – December: Prepare hardcopy of all materials in the library by subject; offer Ilisagvik College business classes tour of library..
- January – June: Offer Ilisagvik College business classes tour of library.

Revolving Loan Fund

Objective #5: Provide gap financing by re-establishing revolving loan fund discontinued by North Slope Borough.

FY 2002

July – December:	Obtain re-seed monies; develop partnership with BIDCO to fund larger loans – commercial greater than \$400,000
January – March:	Arrange workshops with Board of Directors RLF Committee, and residents on procedures
April – June:	Present plaque as reorganization to successful clients who paid off loans.

FY 2003

July – December:	Obtain re-seed monies; develop partnership with BIDCO to fund larger loans – commercial greater than \$400,000
January – March:	Arrange workshops with Board of Directors RLF Committee, and residents on procedures
April – June:	Present plaque as reorganization to successful clients who paid off their loans.

FY 2004

July – December:	Obtain re-seed monies; develop partnership with BIDCO to fund larger loans – commercial greater than \$400,000
January – March:	Arrange workshops with Board of Directors RLF Committee, and residents on procedures
April – June:	Present plaque as recognition to successful clients who paid off their loans.

FY 2005

July – December:	Obtain re-seed monies; develop partnership with BIDCO to fund larger loans – commercial greater than \$400,000
January – March:	Arrange workshops with Board of Directors RLF Committee, and residents on procedures
April – June:	Present plaque as recognition to successful clients who paid off their loans.

FY 2006

July – December:	Obtain re-seed monies; develop partnership with BIDCO to fund larger loans – commercial greater than \$400,000
January – March:	Arrange workshops with Board of Directors RLF Committee, and residents on procedures
April – June:	Present plaque as recognition to successful clients who paid off their loans.

Promote Tourism and Native Arts & Crafts

Objective #6: Promote tourism through small business startups and expansion of existing businesses as well as providing assistance to Tagiugmuit Savaanit Gift Shop.

FY 2002

July – December:	Work on new brochure.
January – March:	Update and maintain list of businesses on the North Slope.
April – June:	Partner with City of Barrow, Alaska Airlines, & other transportation businesses to open welcome center.

Ongoing: Promote tourism and Native Arts & Crafts on ADC website; provide technical assistance to the Gift Shop in the form of bookkeeping, marketing, website development.

FY 2003

July – December:	Update brochures.
January – March:	Update and maintain list of businesses on North Slope.
April – June:	Partner with City of Barrow, Alaska Airlines, & other transportation businesses to open welcome center.

Ongoing: Promote tourism and Native Arts & Crafts on ADC website; provide technical assistance to the Gift Shop in the form of bookkeeping, marketing, website development.

FY 2004

July – December:	Update brochures.
January – March:	Update list of businesses on North Slope; distribute to travel agencies.
April – June:	Partner with City of Barrow, Alaska Airlines, & other transportation businesses to open welcome center.

Ongoing: Promote tourism and Native Arts & Crafts on ADC website; provide technical assistance to the Gift Shop in the form of bookkeeping, marketing, website development.

FY 2005

July – December:	Update brochures.
January – March:	Update list of businesses on North Slope; distribute to travel agencies.
April – June:	Partner with City of Barrow, Alaska Airlines, & other transportation businesses to open welcome center.

Ongoing: Promote tourism and Native Arts & Crafts on ADC website; provide technical assistance to the Gift Shop in the form of bookkeeping, marketing, website development.

FY 2006

July – December:	Update brochures.
January – March:	Update list of businesses on North Slope; distribute to travel agencies.
April – June:	Partner with City of Barrow, Alaska Airlines, & other transportation businesses to open welcome center.

Ongoing: Promote tourism and Native Arts & Crafts on ADC website; provide technical assistance to the Gift Shop in the form of bookkeeping, marketing, website development.

YOUTH ENTREPRENEURSHIP PROGRAM (EYE)

Objective #7: Maintain and expand the curriculum offered through the Youth Entrepreneurship program, including establishing a youth-operated small business model (youth driven).

FY 2002

July – December:	Re-seed Youth Revolving Loan Fund with non North Slope Borough funds; re-establish partnership with the City of Barrow and Junior Achievement
January – March:	Review and revise Administrative Plan for YRLF; revise loan application procedures and guidelines for YRLF; arrange meetings to be held at City of Barrow for all Phases
April – June:	Host all Phases of Program at City of Barrow; recognize successful completion of enrollees; locate spot for EYE graduates to operate business; obtain YRLF for graduates; perform program evaluation.

FY 2003

July – December:	Re-seed, if needed, Youth Revolving Loan Fund with non North Slope Borough funds; re-establish partnership with the City of Barrow and Junior Achievement
January – March:	Review and revise Administrative Plan for YRLF; revise loan application procedures and guidelines for YRLF; arrange meetings to be held at City of Barrow for all Phases
April – June:	Host all Phases of Program at City of Barrow; recognize successful completion of enrollees; locate spot for EYE graduates to operate business; obtain YRLF for graduates; perform program evaluation.

FY 2004

July – December:	Re-seed, if needed, Youth Revolving Loan Fund with non North Slope Borough funds; continue partnership with the City of Barrow and Junior Achievement
January – March:	Review and revise Administrative Plan for YRLF; revise loan application procedures and guidelines for YRLF; arrange meetings to be held at City of Barrow for all Phases
April – June:	Host all Phases of Program at City of Barrow; recognize successful completion of enrollees; locate spot for EYE graduates to operate business; obtain

	YRLF for graduates; perform program evaluation.
FY 2005	
July – December:	Re-seed, if needed, Youth Revolving Loan Fund with non North Slope Borough funds; re-establish partnership with the City of Barrow and Junior Achievement
January – March:	Review and revise Administrative Plan for YRLF; revise loan application procedures and guidelines for YRLF; arrange meetings to be held at City of Barrow for all Phases
April – June:	Host all Phases of Program at City of Barrow; recognize successful completion of enrollees; locate spot for EYE graduates to operate business; obtain YRLF for graduates; perform program evaluation.
FY 2006	
July – December:	Re-seed, if needed, Youth Revolving Loan Fund with non North Slope Borough funds; re-establish partnership with the City of Barrow and Junior Achievement
January – March:	Review and revise Administrative Plan for YRLF; revise loan application procedures and guidelines for YRLF; arrange meetings to be held at City of Barrow for all Phases
April – June:	Host all Phases of Program at City of Barrow; recognize successful completion of enrollees; locate spot for EYE graduates to operate business; obtain YRLF for graduates; perform program evaluation.

BUY NORTH SLOPE INITIATIVE

Objective #8: Help small businesses on North Slope grow by providing information and infrastructure needed to compete in today's economy.

FY 2002	
July – June:	Develop survey that indicates where the dollar is spent; publish results on website.
FY 2003	
July – September:	Host forum to encourage “Buy North Slope”
October – December:	Revise or update “Buy North Slope” brochure
January – March:	Once a quarter hand out brochures at AC
April – June:	Once a quarter hand out brochures at AC
FY 2004	
July – September:	Host forum to encourage “Buy North Slope”
October – December:	Revise or update “Buy North Slope” brochure
January – March:	Once a quarter hand out brochures at AC

April – June:	Once a quarter hand out brochures at AC
FY 2005	
July – September:	Revise Survey & mail to NS residents
October – December:	Revise or update “Buy North Slope” brochure
January – March:	Once a quarter hand out brochures at AC
April – June:	Once a quarter hand out brochures at AC; publish results on website
FY 2006	
July – September:	Host forum to encourage “Buy North Slope”
October – December:	Revise or update “Buy North Slope” brochure
January – March:	Once a quarter hand out brochures at AC
April – June:	Once a quarter hand out brochures at AC

TOURISM INITIATIVE

Objective #9: Develop (cultural) tourism on the North Slope

FY 2002	
July – December:	Open discussion with Alaska Airlines regarding an in-flight tourist survey
January – June:	Develop survey & distribute via airlines
FY 2003	
July – June:	Work with Alaska Village Initiatives/UIC/ASRC/Ilisagvik College to further Tourism; establish one Kiosk in Barrow (not at Heritage Center)
FY 2004	
July – June:	Work with Alaska Village Initiatives/UIC/ASRC/Ilisagvik College to further Tourism; establish one Kiosk on NS
FY 2005	
July – June:	Work with Alaska Village Initiatives/UIC/ASRC/Ilisagvik College to further Tourism; establish one Kiosk on NS
FY 2006	
July – June:	Work with Alaska Village Initiatives/UIC/ASRC/Ilisagvik College to further Tourism; establish one Kiosk on NS

Objective #10: Develop winter tourism built on theme “Sunrise and recreation in the Arctic”- stress Midnight sun, northern lights, farthest city of the north, ice hockey, cross-country skiing, snowmobiling, dog sleds, etc.

FY 2002

July – December:	Begin contact with Alaska Village Initiatives on Development; contact North West Arctic Borough as partner; host community meeting for ideas from artists, merchants, community leaders, educators, etc
January – June:	Hold two more community meetings, preferably during council meetings to finalize program; design ad campaign; begin implementation

FY 2003

July – December:	Conduct meetings to establish theme or Competition; contact North West Arctic Borough as partner
January – June:	Hold two more community meetings, preferably during council meetings to finalize program; design ad campaign; begin implementation

FY 2004

July – December:	Conduct meetings to establish theme or Competition; contact North West Arctic Borough as partner
January – June:	Hold two more community meetings, preferably during council meetings to finalize program; design ad campaign; begin implementation

FY 2005

July – December:	Conduct meetings to establish theme or Competition; contact North West Arctic Borough as partner; host community meeting for ideas from artists, merchants, community leaders, educators, etc
January – June:	Hold two more community meetings, preferably during council meetings to finalize program; design ad campaign; begin implementation

FY 2006

July – December:	Conduct meetings to establish theme or Competition; contact North West Arctic Borough as partner; host community meeting for ideas from artists, merchants, community leaders, educators, etc
January – June:	Hold two more community meetings, preferably during council meetings to finalize program; design ad campaign; begin implementation

ARTS AND CRAFTS INITIATIVE

Objective #11: Support the growth and development of Native Artists in the region by providing on outlet for products and exploring the possibility of establishing a “Wall-less Incubator”.

FY 2002

July – December:	Work with current owners of gift shop for re-Opening
January – June:	Research “Wall-less Incubator” for feasibility; Implementation begins.

FY 2003

July – June:	Assist gift shop with marketing strategy and Bookkeeping and other needs
--------------	--

FY 2004

July – June:	Assist gift shop with marketing strategy and bookkeeping and other needs
--------------	--

FY 2005

July – June:	Assist gift shop with marketing strategy and Bookkeeping and other needs
--------------	--

FY 2006

July – June:	Assist gift shop with marketing strategy and Bookkeeping and other needs
--------------	--

INSTITUTIONAL DEVELOPMENT PROJECT

Objective #12: Expand ADC’s on-line presence.

FY 2002

July – June:	Review website and add new components as necessary. Include Incubator and RLF clients onto website Conduct survey regarding website.
--------------	--

FY 2003

July – June:	Review website and add new components as necessary. Update Incubator and RLF clients onto website; list contributors & link to their sites (if permissible) Conduct survey regarding website.
--------------	---

FY 2004

July – June:	Review website and add new components as necessary. Update Incubator and RLF clients onto website; list contributors and link to their websites (if permissible) Conduct survey regarding website.
--------------	--

FY 2005

July – June: Review website and add new components as necessary.
Update Incubator and RLF clients onto website; list contributors and link to their websites (if permissible)
Conduct survey regarding website.

FY 2006

July – June: Review website and add new components as necessary.
Update Incubator and RLF clients onto website; list contributors and link to their websites (if permissible)
Conduct survey regarding website.

Objective #13: Implement a 3-year funding strategy resulting in a diverse funding base for the Arctic Development Council.

FY 2002

July – June: Fees for services:

- ❖ Institutionalize a 2% RLF loan fee for every loan
- ❖ Institute a \$25 fee for all late RLF payments
- ❖ Establish a schedule for new client consultations and on-going appointments for clients
- ❖ Design a rate card and post at front desk
- ❖ Design a client in-take form
- ❖ Establish a fee structure for technical assistance provided to clients

Membership:

- Benefits to include group insurance
- Establish database for membership data
- Introduce quarterly membership luncheon with guest speaker

Fundraising:

- ✓ Lannan Foundation Indigenous Communities Program application
- ✓ First Nations Institute Eagle Staff Fund for Youth Entrepreneurship Program
- ✓ Request to Campaign for Human Development to assist incubator participants with management, market research and development
- ✓ Apply for ANA grant to assist Native Village of Barrow through the ADC Technical Assistance Program
- ✓ Investigate other funding solutions

FY 2003

July – June: Fees for services:

- ❖ Review and evaluate 2% RLF loan fee for every loan
- ❖ Review and evaluate \$25 fee for all late RLF payments
- ❖ Review schedules for new client consultations and on-going appointments for clients
- ❖ Update rate card and post at front desk
- ❖ Update client in-take form
- ❖ Evaluate fee structure for technical assistance provided to clients

Membership:

- Benefits to include group insurance

- Establish database for membership data
- Introduce quarterly membership luncheon with guest speaker
- Review fee schedule

Fundraising:

- ✓ Lannan Foundation Indigenous Communities Program application
- ✓ First Nations Institute Eagle Staff Fund for Youth Entrepreneurship Program
- ✓ Request to Campaign for Human Development to assist incubator participants with management, market research and development
- ✓ Apply for ANA grant to assist Native Village of Barrow through the ADC Technical Assistance Program
- ✓ Investigate other funding foundations and corporations

FY 2004

July – June: Fees for services:

- ❖ Monitor either increase/decrease 2% RLF loan fee for every loan
- ❖ Monitor, either increase/decrease \$25 fee for all late RLF payments
- ❖ Review and revise, if needed, schedule for new client consultations and on-going appointments for clients
- ❖ Update rate card and post at front desk
- ❖ Update client in-take form
- ❖ Review or revise fee structure for technical assistance provided to clients

Membership:

- Benefits to include group insurance
- Establish database for membership data
- Introduce quarterly membership luncheon with guest speaker
- Monitor fees for needed revision

Fundraising:

- ✓ Lannan Foundation Indigenous Communities Program application
- ✓ First Nations Institute Eagle Staff Fund for Youth Entrepreneurship Program
- ✓ Request to Campaign for Human Development to assist incubator participants with management, market research and development
- ✓ Investigate other funding foundations and corporations.

FY 2005

July – June: Fees for services:

- ❖ Review/revise 2% RLF loan fee for every loan
- ❖ Review/revise \$25 fee for all late RLF payments
- ❖ Update schedule for new client consultations and on-going appointments for clients
- ❖ Update rate card and post at front desk
- ❖ Update client in-take form
- ❖ Review/revise fee structure for technical assistance provided to clients

Membership:

- Benefits to include group insurance
- Review database for membership data
- Host quarterly membership luncheon with guest speaker

Fundraising:

- ✓ Lannan Foundation Indigenous Communities Program application
- ✓ First Nations Institute Eagle Staff Fund for Youth Entrepreneurship Program
- ✓ Request to Campaign for Human Development to assist incubator participants with management, market research and development
- ✓ Investigate other funding foundations and corporations

FY 2006

- July – June:
- Fees for services:
 - ❖ Review/revise 2% RLF loan fee for every loan
 - ❖ Review/revise \$25 fee for all late RLF payments
 - ❖ Update schedule for new client consultations and on-going appointments for clients
 - ❖ Update rate card and post at front desk
 - ❖ Update client in-take form
 - ❖ Review/revise fee structure for technical assistance provided to clients
 - Membership:
 - Benefits to include group insurance
 - Review database for membership data
 - Host quarterly membership luncheon with guest speaker
 - Fundraising:
 - ✓ Lannan Foundation Indigenous Communities Program application
 - ✓ First Nations Institute Eagle Staff Fund for Youth Entrepreneurship Program
 - ✓ Request to Campaign for Human Development to assist incubator participants with management, market research and development
 - ✓ Investigate other funding foundations and corporations.

Objective #14: Build the image of the Arctic Development Council as pro-active, positive advocate for small business in the region.

FY 2002

- July – June:
- Design business signs for the community that will guide visitors/new residents and provide marketing for small businesses; converse with Alaska Airlines about placing ADC backdrop in waiting area of airport.

FY 2003

- July – June:
- Install signs around town.

FY 2004

- July – June:
- Inspect all signs for wear & tear; repair if needed.

FY 2005

- July – June:
- Inspect all signs for wear & tear; repair if needed.

FY 2006

- July – June:
- Inspect all signs for wear & tear; repair if needed.

Objective #15: Design and implement an annual evaluation procedure to guide the on-going progress of ADC Programs.

FY 2002

July: Review procedures and prepare comprehensive evaluation of all programs and prepare annual report.

FY 2003

July: Review procedures and prepare comprehensive evaluation of all programs and prepare annual report.

FY 2004

July: Review procedures and prepare comprehensive evaluation of all programs and prepare annual report.

FY 2005

July: Review procedures and prepare comprehensive evaluation of all programs and prepare annual report.

FY 2006

July: Review procedures and prepare comprehensive evaluation of all programs and prepare annual report.

STAFF AND BOARD TRAINING

Objective #16: Ensure staff and board are current with today's technology and knowledge.

FY 2002

July – June: Hold one training workshop for Board of Directors.
Staff to attend two professional classes or workshops.

FY 2003

July – June: Hold one training workshop for Board of Directors.
Staff to attend two professional classes or workshops

FY 2004

July – June: Hold one training workshop for Board of Directors.
Staff to attend two professional classes or workshops

FY 2005

July – June: Hold one training workshop for Board of Directors.
Staff to attend two professional classes or workshops

FY 2006

July – June: Hold one training workshop for Board of Directors.
Staff to attend two professional classes or workshops